

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Case Analyst Medical Fraud Control Unit (Castleton Office)

The case analyst's purpose is to investigate allegations of Medicaid fraud, patient abuse, or other violations of Indiana law concerning nurses, doctors, health facility administrators, and other individuals or companies holding licenses in Indiana. The case analyst will work closely with the Licensing Enforcement & Homeowner Protection Unit.

Principle Job Duties:

- Conducts the investigation of the complaint by obtaining evidence and other pertinent information to provide a complete analysis of the facts.
- Timely follow-up of all requests made for the investigation.
- Analyze the information gathered and place this analysis in a written form of a board summary.
- Works as part of a team to bring cases to an appropriate resolution.
- Assists in discovery; witness interview and preparation; subpoenas and interrogatories; attend meetings, hearings, conferences, and depositions, as required.
- Documentation of all investigative activity in accordance with current office procedures.
- Effective communication with all parties according to office policy.
- Perform other duties and complete special projects as assigned.

Qualifications:

- Bachelor's degree, paralegal certification, or equivalent work experience preferred.
- Strong research and writing skills, with emphasis on clear, persuasive analyses of the facts.
- Excellent communication skills, including the ability to relate effectively to both legal and non-legal individuals orally and in writing.
- Organizational skills, sufficient to work with large caseloads including monitoring of due dates are required. Ability to multi-task.
- Ability to work well as part of a team.
- Proficient in computer skills, including Microsoft Word, Excel, Access, and various case management tools.